Mayor's Office of Homeland Security Project Proposal Development Form - Mission Statement

Form Purpose: To outline the Project Mission, and the broad missions and objectives that lead up to or support, the Project Mission.

Instructions: Complete all sections below. Only one sheet should be completed per Project. You may complete or continue any or all these sections on separate sheets of paper.

1.   Select the project area(s) to which your project most relates:

☐ Homeland Security Infrastructure	☐ Equipment Procurement
☐ Exercise Programs	☐ Training Programs
☐ Intelligence Capacity	☐ Emergency Operation Centers
☐ Interoperable Communications & GIS	☐ Community Training/Public Awareness
☐ Regional Response Teams & Public-Private Emergency Preparedness Plans	☐ Protracted Recovery Plan Development & Operations Continuity Development
☐ Critical Infrastructure Protection	☐ Other: _____

2.   State your Project Mission. This should be a concise statement that summarizes your Project's overall goals and objectives and how it relates to the project areas selected above in #1.

_____

_____

_____

_____

_____

3.   What are the essential component projects necessary to achieve this Project Mission, i.e., "In order to successfully fulfill the Project Mission, it is also necessary to…

a. _____

b. _____

c. _____

e. _____

f. _____

g. _____

h. _____

i. _____

4.   What are the major obstacles, if any, that might hinder the Project Mission?

_____

_____

_____

5.   What is in place that might assist in completing the Project Mission?

_____

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_____

6.   For the Project Mission, and all items listed under #3 above, what are the specific outputs, outcomes or deliverables that, when completed, will show that the Project Mission has been achieved? *(Ex. 1: There will be a new security system to detect chemical and biological agents on visitors entering the building. Ex. 2: There will be a Security Procedure Manual outlining internal procedures for responding to all potential security breaches.)* The obstacles that are mentioned in #4 above should be addressed within these outputs. Further, ensure that the factors that might facilitate the Project mentioned in #5 above are acted upon.

a. _____

b. _____

c. _____

e. _____

f. _____

g. _____

h. _____

i. _____

j. _____

k. _____

l. _____

m. _____

n. _____